

ATTACHMENT 2
State Improper Payments Report (ACF-404)

This page left blank intentionally.

STATE IMPROPER PAYMENTS REPORT (ACF-404)

Part I. Program Assurances and Certifications

The Lead Agency, named below, assures and certifies the following:

1. The data collection process, including sample selection and case-record reviews, adhered to all requirements of the instructions and regulations for *Error Rate Reporting* at 45 CFR 98 Subpart K.
2. The reviews were not conducted by persons who make or approve the eligibility determinations or who are under the supervision of persons responsible for eligibility determinations.
3. All reviewers have been trained to ensure that the review process is consistent with State policies and that there is consistency within the State in interpretation of what is an error.
4. The State agrees to retain *Record Review Worksheets*, the *State Improper Payments Report* and any revisions, and any other records pertinent to the case reviews and submission of error-rate reports for 5 years from the date of submission of the *State Improper Payments Report* or final revision submitted, whichever date is later.
5. The State understands that this information, including the sampled case records and calculations are subject to Federal review.

Submission Date:
Name:
Signature:
Title:
State:
State Agency:
Phone Number:
E-mail:
Fiscal Year:

Part II. Error Measures Reporting

Item #	N/A	N/A
1.	Number of cases sampled	N/A
2.	Total number of cases with an error	N/A
3.	Percentage of cases with an error	N/A
4.	Total number of cases with an improper payment	N/A
5.	Percentage of cases with an improper payment	N/A

Item #	N/A	N/A
6.	Total number of cases with an improper payment due to missing or insufficient documentation	N/A
7.	Percentage of cases with an improper payment due to missing or insufficient documentation	N/A
7A.	Total amount of improper payments due to missing or insufficient documentation	N/A
8.	Total amount of payments for the sampled cases	N/A
9.	Total amount of improper payments for review period (gross amount of underpayments and overpayments)	N/A
9A.	Total amount of underpayments for review period	N/A
9B.	Total amount of overpayments for review period	N/A
10.	Percentage of the total amount of payments for the sampled cases that are improper payments	N/A
11.	Average amount of improper payments	N/A
12.	Estimated annual amount of improper payments	N/A
13.	<p>Check the appropriate response.</p> <p><input type="checkbox"/> 1. Review not based on a sample drawn from pooled funds.</p> <p><input type="checkbox"/> 2. Review based on a sample drawn from pooled funds and the State has applied the pooling factor found on the most recent ACF-800 reporting form.</p> <p style="padding-left: 20px;">i. Pooling factor from the most recent ACF-800 reporting form, if applicable.</p> <p><input type="checkbox"/> 3. Review based on a sample drawn from pooled funds but the State has not applied the pooling factor found on the most recent ACF-800 reporting form.</p> <p style="padding-left: 20px;">i. Pooling factor different from that found on the most ACF-800 reporting form.</p> <p style="padding-left: 20px;">ii. Explain the derivation of this pooling factor.</p>	N/A
14.	Number of replacement cases used each month of the 12-month review period and reason for each replacement	N/A

Month	Reason(s) for Replacement Cases (please list)	# Times Reason Used
October	1. 2. 3.	1. 2. 3.
November	1. 2. 3.	1. 2. 3.
December	1. 2. 3.	1. 2. 3.
January	1. 2. 3.	1. 2. 3.
February	1. 2. 3.	1. 2. 3.
March	1. 2. 3.	1. 2. 3.
April	1. 2. 3.	1. 2. 3.

Month	Reason(s) for Replacement Cases (please list)	# Times Reason Used
May	1. 2. 3.	1. 2. 3.
June	1. 2. 3.	1. 2. 3.
July	1. 2. 3.	1. 2. 3.
August	1. 2. 3.	1. 2. 3.
September	1. 2. 3.	1. 2. 3.

If there are more than three replacement cases in a single month, and there are more than three reasons, States place an asterisk after the name of the month and include the additional information below the table.

Part III. State Response to Error-Measures Findings

Item #	N/A
15.	Describe lessons learned or improvements made in implementation of the review process during the current review cycle.

Item #	N/A
16A.	Of the cases with an improper payment error due to missing or insufficient documentation, (see Item 6 above), provide the number and type of the two most common error causes and provide examples of each.

Item #	N/A
16B.	Of the cases that had an improper payment error due to a cause <i>other</i> than missing or insufficient documentation, provide the number and type of the two most common error causes and provide examples of each.

Item #	N/A
17.	Describe the implementation actions and the timeline planned to correct each type of improper payment error identified in Item 16 in order to reach the targeted reductions identified in Item 20. Describe the method(s) that will be used between review cycles to measure progress in reducing improper payments.

Item #	N/A
18A.	State the amount of improper payments the State expects to recover as a result of the review. If the amount is less than the total amount of overpayments (see Item 9B above), provide a summary of the reasons limiting the collections.

Item #	N/A
18B.	State the amount of improper payments the State recovered as a result of the previous review.

Item #	N/A
19.	Describe the information systems and other infrastructure that assist the State in identifying and reducing improper payments. If the Lead Agency does not have these tools, describe actions to be taken to acquire the necessary information systems and other infrastructure.

Item #	N/A
20.	Provide the findings for the current cycle, data and targets for the prior and current cycles, and targets for the next cycle for percentage of cases with an error, percentage of cases with an improper payment, percentage of improper payments, average amount of improper payments, and estimated annual amount of improper payments.

Error Measures	Prior Cycle Data	Prior Cycle Target	Current Cycle Data	Current Cycle Target	Target for Next Cycle
Percentage of cases with an error	N/A	N/A	N/A	N/A	N/A
Percentage of cases with an improper payment	N/A	N/A	N/A	N/A	N/A
Percentage of total amount of payments for the sample that are improper payments	N/A	N/A	N/A	N/A	N/A
Average amount of improper payments	N/A	N/A	N/A	N/A	N/A
Estimated annual amount of improper payments	N/A	N/A	N/A	N/A	N/A

Item #	N/A
21.	If any targets were not met, provide an explanation of why the State did not meet these targets and what actions have been outlined in Item 17 in order to reduce future improper payment errors.

Item #	N/A
22.	Discuss causes of errors and improper payments identified in the previous cycle and actions that were taken to correct those causes in order to reduce error rates.

"THE PAPERWORK REDUCTION ACT OF 1995" Public reporting for this collection of information is estimated to average 639 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.